STANDING OPERATING PROCEDURE (SOP), DEFENSE CIVILIAN PAY SYSTEM (DCPS) DECENTRALIZED ONLINE TIME AND ATTENDANCE (T&A) REPORTING, 01 Jun 03

SS - Sunday Work, Second Shift (Ungraded)
ST - Sunday Work, Third Shift (Ungraded)

HG - Holiday Work (Graded)

HF - Holiday Work, First Shift (Ungraded)
HS - Holiday Work, Second Shift (Ungraded)
HT - Holiday Work, Third Shift (Ungraded)

HC - Holiday Work, Callback

b. LEAVE HOURS - PAID.

LA - Annual

LB - Advanced Annual (only when Advance Leave Indicator is "1")

LC - Court

LF - Forced Annual

LG - Advanced Sick (LS must be exhausted before using LG)

LH - Holiday

Ll – Military, DC Guard LL – Law Enforcement

LM - Military

Administrative (TAG and/or HRO authorized close down or delay of operations due to flood, tornado, hurricane, snow, security threat etc.)

LP – Annual, Restored #3 LQ – Annual, Restored #2

LR - Annual, Restored #1

LS - Sick

LT – Traumatic Injury (COP) LU – Date Of Traumatic Injury

LV – Excused Absence (Supervisor authorized blood donation, voting, required technician exam, require technician physical, etc.)

LX - Nonwork, Paid (Day OF Death Or Sabbatical)

LY - Time Off Award (Leave)

c. LEAVE HOURS - NONPAID.

KA - LWOP (personal - not called to active duty)

KB - Suspension - SF 50

KC – AWOL

KD – Office of Worker Compensation Program (OWCP) - SF 50

KE – Furlough

KG – Military Furlough (called to active duty) – not State Active Duty (SAD)

d. COMPENSATORY HOURS.

CE – Compensatory Time Earned CT – Compensatory Time Taken

CA - Religious Compensatory Time Taken

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CR Religious Compensatory Time Earned

CD Credit Hours Earned CN -Credit Hours Taken

- e. ENVIRONMENTAL / HAZARD CODES (HRO authorized).
 - (1) Environmental (GS Pay Status / FWS Actual Exposure)

EΑ Flying

EB High Work - Work on, above, below, or suspended from or between high structures

ΕK Exposure to Hazardous Weather Or Terrain EΜ Ground Work Beneath Hovering Helicopter EW

Welding, Cutting, Or Burning in Confined Spaces

(2) Environmental (GS/FWS - Pay Status)

FB Explosives and Incendiary Material - High Degree FC Explosives and Incendiary Material - Low Degree

FD Poisons (Toxic Chemicals) - High Degree FE Poisons (Toxic Chemicals) - Low Degree

FΚ Work in Fuel Storage Tanks

NOTE: The Environmental/Hazard Code includes all types of pay differentials authorized for graded employees who work irregular or intermittent hazardous duty. It also includes all types of environmental differentials paid to ungraded employees for exposure to various degrees of hazards, physical hardship, and working conditions of an unusual nature.

The same code is used for graded and ungraded employees whenever the definitions of conditions for each code are the same or similar in nature.

f. OTHER CODES - REPRESENTATIONAL (UNION) HOURS.

Negotiations Labor/Management Relationship Grievance and Appeals

NOTE: Official time allotted technicians for union and other representational functions and will be reported in the (ENV/HZ/OTH) field as an exception through Timecard Format 1.

g. FAMILY MEDICAL LEAVE CODES (Family Medical Leave Act (FMLA)) must be requested in writing, supported by medical documentation, and approved by HRO.

Birth of son/daughter or care of newborn DA

DB Adoption or foster care

Care for spouse, son daughter, or parent with a serious health DC

condition

DD Serious health condition of employee

STANDING OPERATING PROCEDURE (SOP), DEFENSE CIVILIAN PAY SYSTEM (DCPS) DECENTRALIZED ONLINE TIME AND ATTENDANCE (T&A) REPORTING, 01 Jun 03

o. Representational Hours (BA/BD/BK).

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p. Holiday Leave (LH) - System Generated.

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